Individual Care Plan for Students with Type 1 Diabetes **DAILY AND EMERGENCY PROCEDURES**

| | Name: | | | | | | | | | | |
|-----------------------|---|--|----------------|-------|--------------------------------|--------|----------------------|--|--|--|--|
| | School | : Gra | ade: Hom | eroon | n teac | her: | | | | | |
| IDENTIFICATION | Home | Home address: | | | | | | | | | |
| | Medical contact: Phone: | | | | | | | | | | |
| | | ent has another care plan, note here: ated staff to provide support with diabetes c | | | | | STUDENT PHOTO | | | | |
| IDENTIF | | | | | | | | | | | |
| | | -school care: No Yes | | | | | | | | | |
| | | Before-school care: No Yes | | | | | | | | | |
| Ś | | Name | Relationship | | Preferred phone # Alternate ph | | ate phone # | | | | |
| CONTACTS | 1st | | | | | | | | | | |
| INO | 2nd | | | | | | | | | | |
| U | 3rd | | | | | | | | | | |
| ES | SCHOOL must ensure a kit is accessible at all times (class, gym, field trips, lockdowns, fire drills, etc). Advise parents when running low on supplies. PARENT must maintain/refresh supplies. | | | | | | | | | | |
| IJPPLI | | CONTENTS (check all that apply) | Wi stud | | Classroom | Office | Other location(s) | | | | |
| EMERGENCY KITS / SUP | | glucose meter, test strips, lancets | | | | | | | | | |
| - <u>S</u> | | acting sugar (juice, glucose tabs, candy) for le | ow blood sugar | | | | | | | | |
| KIT | | Carbohydrate snack(s) Glucagon (expiry date:) | | | | | | | | | |
| ≿ | | Sharps disposal container | | | | | | | | | |
| Ž | | Ketone strips/meter | | | | | | | | | |
| IJ | | in pen, pen needles, insulin (in case of pump | failure) | | | | | | | | |
| IER | | batteries for meter | | | | | | | | | |
| Σ | Parer | nts' names and contact numbers | | | | | | | | | |
| | Othe | r: | | | | | | | | | |
| | | | | | | | | | | | |





Once this care plan is complete, parents should fill in the quick-reference sheet shown below, which outlines the major routine tasks to be done each day. Indicate which, if any, tasks the student needs help with. Keep a copy in each classroom and all locations (e.g., gym) where the student spends part of the school day. Download the file at www.diabetesatschool.ca Daily schedule of diabetes tasks for _____ ____ CLASS: ______ SCHOOL YEAR: 20___ to 20 ____ DAILY SCHEDULE OF ROUTINE DIABETES-RELATED TASKS TIME Meal/snack BG check Insulin Comments LEGEND: A - assistance required; S - with supervision; I - independent. BG=Blood glucose/sugar EMERGENCY KIT LOCATION(S): MILD HYPOGLYCEMIA (Low blood sugar): Test, Treat, Repeat If BG is under 4 mmol/L: Treat, then repeat BG check after 10-15 minutes Treat again if still under 4 mmol/L Treat and repeat this cycle until the BG is 4 or more Usual symptoms of low blood sugar for student are Treat with: glucose tablets shaky irritable/grouchy dizzy blurred vision cup juice/regular pop sweating headache □ ____ Skittles 🗌 pale hungry weak/fatigue Other_ □ confused □ other ____ HYPERGLYCEMIA (High blood sugar) Call parent/guardian if BG is above ____ mmol/L, or if student is unwell. For students on a pump, correction and/or ketones check if BG is above____ Call parent See care plan Specific instructions: This worksheet is intended as a brief overview of DAILY diabetes-related tasks for the student. Consult the complete care plan for more details, particularly for non-standard situations. It is helpful to keep this sheet in the student's class(es), even if the student manages most of their care.





EMERGENCY PROCEDURE FOR LOW BLOOD SUGAR (HYPOGLYCEMIA)

| | MILD-TO-M | DDERATE LOW BLOO | DSUGAR | SEVERE LOW BLOOD SUGAR |
|----------|--|--|---|--|
| SYMPTOMS | Sweating E Hunger N | rritable/grouchy Blurred vision Neakness/fatigue Other(s) | Dizziness Headache Paleness | Symptoms Unresponsive or unconscious Having a seizure So uncooperative that you can't give juice or sugar by mouth What to do |
| | <u>Never</u> leave a stu Treat the lo Do not send First, check BG. Even studer when their blood sugar is lo • If BG is unde • If BG is unde • If BG is unde | Stay with the student until ambulance arrives. Do not give food or drink (choking hazard). If there is a signed consent and mutual agreement (see p. 8) to give glucagon, give it now. Yes, give glucagon | | |
| ACTION | After 15 minu If still under Repeat cycl 4 mmol/L When BG is over 4 mmol/f If meal or snack is r If meals or snack le Student can eat at | nore than 1 hour awa ss than 1 hour away, regular time. h fast-acting sugar to g | n as above. tes until BG is above y, give snack now. no action needed. ive | No, do not give glucagor HOW TO USE GLUCAGON Dose Students 5 years old and younger: 0.5 mg = 0.5 mL Students 6 years and older: 1.0 mg = 1.0 mL Directions 1. Remove cap 2. Inject liquid from syringe into dry powder bottle 3. Roll bottle gently to dissolve |
| | ✔ Glucose tablets (4 g e Juice or regular soft c Skittles Rockets (roll candy) Table sugar | | 15 g 4 tabs (16 g) ¾ cup 15 pieces 2 rolls (14 g) 1 Tbsp / 3 pkgs | powder 4. Draw fluid dose back into the syringe 5. Inject into outer mid-thigh (may go through clothing) 6. Once student is alert, give |

When BG is under _____ mmol/L, call parent





PROCEDURE FOR HIGH BLOOD SUGAR (HYPERGLYCEMIA)

| DEFINITION | Hyperglycemia = high blood glucose/sugar (BG). Levels may vary by individual. High blood sugar is usually the result of extra food or inadequate insulin, but not always. BG also rises during illness or stress, and can be due to technical problems (pump failure, missed meal bolus, etc). | | | | | | | |
|------------|--|--------------|--------|---------------------|--|--|--|--|
| SYMPTOMS | The student may use these words to describe a high blood sugar: Usual symptoms of high blood sugar for this student are: Extreme thirst Frequent urination Hunger Abdominal pain Warm, flushed skin Irritability Usual symptoms of SEVERE high blood sugar: Fruity-smelling breath | | | | | | | |
| ACTION | Check BG. Even students who do their own checks may need help if they are unwell. If student has symptoms of illness: Call parent immediately if student is unwell, has severe abdominal pain, nausea, vomiting or symptoms of severe high blood sugar. A parent should pick up the student from school if blood sugar is high and they feel unwell, regardless of how old or independent they are. No symptoms of illness: If the student feels well and the BG is under, no immediate treatment is needed. Note the blood sugar reading using the typical home-school communication method. In the meantime: Allow free access to the washroom and encourage them to drink water/sugar-free fluids. Allow student to eat usual meal or snack (they may choose carbohydrate-free snacks). Allow student to resume activity as normal. Insulin corrections by pump: If the student is on an insulin pump, a correction may be given (see insulin section of this plan). If BG has not decreased 2 hours after the correction, call parent. | | | | | | | |
| | | When BG is a | bove r | nmol/L, call parent | | | | |
| KETONES | Urine stick for ketones at school. If BG is above, check ketones using urine sticks OR ketone blood meter . Urine stick Blood meter Action If ketones are: Negative to small Less than 0.6 Proceed as for hyperglycemia above. Moderate to large At or above 0.6 May indicate pump failure or extra insulin needed. Call parents for instructions. | | | | | | | |





| | ROUTINE | MANAGEMENT | | | | | |
|-------------------------------------|---|--|--|--|--|--|--|
| | | Always check blood sugar when student shows symptoms of hypoglycemia. | | | | | |
| | Student's target blood | If you are not able to check, treat as if blood sugar is low. | | | | | |
| ט | sugar (BG) range: tommol/L | Student's blood sugar should be checked at these times each day: | | | | | |
| (BG) MONITORIN | Student requires trained staff to do a blood sugar (BG) check and read the meter Student needs supervision to do a BG test and read the meter | Time Time Time Before a.m. break At before-school program Before lunch Before breakfast program At after-school program Before p.m. break Before sport or exercise Other times: | | | | | |
| GAR | Student can do a BG check and read the | Daily blood sugar readings should be communicated to parents via: | | | | | |
| /SU(| meter on their own | Agenda BG readings form Text messages Other | | | | | |
| BLOOD GLUCOSE/SUGAR (BG) MONITORING | Location of glucose meter(s) With student Homeroom class Other(s) | Call parent if blood sugar is: Below Above | | | | | |
| | Allow student to check their blood sugar anytime, any place, respecting their wish for privacy or company. | Does student wear a continuous glucose monitor (CGM)? No Yes Yes, sometimes. If yes, see Appendix B. | | | | | |
| NUTRITION BREAKS | Student needs supervision during meal/snack times to ensure all food is eaten | Student can eat snack and lunch at regular school times. If not, specify when the student should eat: | | | | | |
| | Student can manage their food intake independently | Student requires a snack before: End of day/getting on bus Physical activity (see next section, page 6) | | | | | |
| | Allow enough time to eat meals/snacks. | When treats or classroom food is provided: Student/school should contact parent in advance for instructions Student can manage independently | | | | | |
| | Ensure student eats meals/snacks on time. No food sharing. | Food restrictions: Celiac disease: no gluten-containing products Allergies/intolerances: | | | | | |
| | · · · · · · · · · · · · · · · · · · · | | | | | | |





| | ROUTINE | MANAGEMENT |
|-------------------|---|---|
| | BG meter and fast-acting sugar should ALWAYS be accessible during physical activities. | Notify parents whenever special activities are planned (for example, Terry Fox run, track and field day, field trip or other active event) No action needed before activity |
| PHYSICAL ACTIVITY | Risk of low blood sugar increases during/after physical activity. The student may need extra | Check blood sugar before regular physical activity classes Check blood sugar before unplanned activity Comments: |
| | BG check(s) and/or extra food. Student can make decisions about physical activities independently | If blood sugar is: Under 4 mmol/L, treat for low blood sugar Between 4 mmol/L and, give a snack before activity Above, no snack is needed before activity |
| | Student needs supervision/guidance around physical activity | For students on a pump: No specific pump adjustments needed Suspend/disconnect pump for activity. Store Other |
| | Student does not take insulin at school Student takes insulin at school by: pen injection pump syringe* Insulin is given by: | Complete this section only if student takes insulin at school. Insulin by injection/ pump is done at the following times: Before breakfast program Before morning snack Before lunch Before afternoon snack Other |
| INSULIN | Student, independently Student, with supervision Designated staff Parent Other | If BG is above mmol/L, call parent |
| | Location in school where insulin will be given: | For students using insulin pen/syringe: Insulin can only be given at breakfast and/or lunchtime |
| | * Consider using pens at school because dosing is easier | For students using an insulin pump: Insulin can be given anytime the student is eating There must be 2 hours between correction doses |





| | ROUTINE | MANAGEMENT |
|-----------------------------|--|--|
| INSULIN VIA PUMP | A bolus calculator (which parents will provide) must be used in school settings. The pump is always programmed at home. Designated staff are responsible for ensuring that: • the BG reading and number of carbohydrates are entered at each meal/snack time • that the bolus is delivered | Training is required. The basic steps are: 1. Check BG before the student eats. The reading will: Be sent to the pump by the meter. Need to be manually entered into the pump. 2. Enter the total number of carbohydrates to be eaten (provided by parent or the student) 3. The pump will calculate the amount of insulin to be given. Press the appropriate button to accept and deliver the bolus. If BG is above mmol/L: Check ketones Call parent Other |
| INSULIN VIA PENS OR SYRINGE | Type of insulin used: Always double-check the insulin dose before injecting to make sure the appropriate dose has been selected and is dialed correctly into the pen. The student is able to select the appropriate dose. Designated staff should double-check the dose. Insulin is given by designated staff. A second adult must check the dose. (This task requires some training, but the adult doing it does not need to be a designated staff member listed in this care plan). Parents agree the student can give their own insulin, without an adult double- checking the dose. | Training is required. Here is how the dose is calculated: Parents label the student's food with number of carbohydrates and provide a Bolus Calculator Sheet* that allows designated staff to select an appropriate insulin dose. This dose is based on the BG reading and the number of carbohydrates the student will eat. OR Same steps as above, but with the dose calculated by the student's glucose meter (only certain meters can do this). Parents will send a set number of carbohydrates for snack/lunch each day. They will provide an appropriate tool (such as variable dose insulin scale in Appendix A) to help designated staff select appropriate dose based on the student's BG. Parents may send a different number of carbohydrates for snack/lunch each day (clearly labeled) and will provide an appropriate tool (such as variable dose insulin scale in Appendix A) that allows designated staff to select a dose of insulin based on BG. Parents have the right to adjust insulin dose for bolus calculator sheet or sliding scale throughout the school year as needed * See www.bcchildrens.ca/health-info/coping-support/diabetes, Click on Basal-Bolus Insulin with MDI, then Bolus Calculators for School Lunches |





| | Pre-Authorizations: Parents/guardians | | | | | | | | |
|--------------|---|---------|----------|--|--|--|--|--|--|
| CONSENT | Consent to release information: I authorize and provide consent to the school staff to use and/or share information in this plan for purposes related to the education, health and safety of me/my child. This may include: | | | | | | | | |
| | Displaying my child's photograph on paper notices or electronic format(s) so that staff, volunt visitors will be aware of my child's medical condition. Communicating with bus operators. | eers an | d school | | | | | | |
| | Communicating with bus operators. Sharing information in special circumstances to protect the health and safety of the student. | Yes | Νο | | | | | | |
| | Consent to transfer to hospital: I consent in advance to my child's being transported to a hospital based on the judgment of school staff. I also permit a staff member to accompany my child during Please note: the school principal or designate shall decide if an ambulance is to be called. | - | | | | | | | |
| Ŭ | | Yes | Νο | | | | | | |
| | Consent to treatment: I am aware that school staff are not medical professionals and perform all a plan to the best of their abilities and in good faith. I approve of the management steps and respon this care plan, including administering glucagon if indicated. | - | | | | | | | |
| | | Yes | No | | | | | | |
| | Agreement to provide glucagon: School staff, parents and my child (if age-appropriate) agree that glucagon can be given in the event of severe hypoglycemia. Note: School personnel must sign below to indicate pre-agreement to provide this emergency injection. Yes, glucagon can be given No, glucagon cannot be given | | | | | | | | |
| | Barant/guardian signatures 18 Para | | | | | | | | |
| | Parent/guardian signature: Date: Parent/guardian name (print): Relationship: | | | | | | | | |
| | Student signature: | | | | | | | | |
| | | | | | | | | | |
| Z | Heath care professional (HCP) signature: Date: Date: | | | | | | | | |
| AUTHORIZATIO | HCP name (print): Role: | | | | | | | | |
| JRIZ | Principal signature: | | | | | | | | |
| ТНС | Principal name: | | | | | | | | |
| AU | Designated and trained staff (minimum 2): | | | | | | | | |
| | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | 3 | | | | | | | | |
| | Staff trained and designated to administer glucagon: | | | | | | | | |





| ANNUAL RENEWAL | | | | | |
|--|--|--|--|--|--|
| When requirements change significantly, complete a new Individual Care Plan and share with all involved. | | | | | |
| If there are no changes between school years, use this sign-off sheet to confirm the plan has been reviewed by the school, the parent(s) and, when age-appropriate, the student. | | | | | |
| This plan remains in effect for the to school year without change. | | | | | |
| Parent/guardian: | | | | | |
| Principal: Date: | | | | | |
| This plan remains in effect for the to school year without change. | | | | | |
| Parent/ guardian: Date: | | | | | |
| Principal: Date: | | | | | |
| This plan remains in effect for the to school year without change. | | | | | |
| Parent/ guardian: Date: | | | | | |
| Principal: Date: | | | | | |
| This plan remains in effect for the to school year without change. | | | | | |
| Parent/guardian: Date: | | | | | |
| Principal: Date: Date: | | | | | |
| This plan remains in effect for the to school year without change. | | | | | |
| Parent/guardian: Date: | | | | | |
| Principal: Date: | | | | | |





APPENDIX A (page 1 of 2)

How to calculate lunchtime insulin using variable dose insulin scale

For a student using insulin pens or syringes, calculate a lunchtime insulin dose in one of two ways:

- **FIXED** dose: A set amount of insulin to match a set number of carbohydrates for each meal.
- **RATIO**: 1 unit of insulin for a specific number of carbohydrate grams (Number of carbs / Ratio = dose)

Before eating, always check blood sugar. If BG is:

- Within target range: Give the usual FIXED dose or calculate using RATIO and number of carbs in the meal.
- Too low: Treat the low blood sugar. When calculating the lunchtime insulin dose, **do not** include the carbohydrates used to treat the low.
- Too high: Add extra insulin (a correction) to the dose.

How to calculate a correction dose

- Adjustment scale: An amount of insulin is added (or subtracted, if BG is low) from the dose, depending on the BG level.
- Correction factor (CF; Also called insulin sensitivity factor, ISF): An estimate of how much 1 unit of rapidacting insulin will lower BG for a specific person. To calculate the amount of insulin needed to correct a high blood sugar using this method, the formula is: [BG-6] divided by CF (correction factor)
- The student's fixed dose of insulin for lunch is _____ units for _____ carbohydrates
- The student's **ratio** is 1 unit of insulin for every _____ of carbohydrates
- The student's correction factor is ______

| Start with the dose for lunch | units (fixed dose) 1 unit of insulin per grams of carbohydrates = | | | | | | | |
|---|---|-----------------------|---|---|---|---|---|---|
| Check BG. What range is it in? | Below 4 mmol/L | TARGET - mmol/L | - | - | - | - | - | _ |
| Then (add to OR subtract from) dose | | | | | | | | |





APPENDIX A (page 2 of 2)

How to calculate lunchtime insulin using variable dose insulin scale

Examples

1. Susan has a ratio. This is her adjustment scale:

| Lunch dose | | 1 unit per 10 grams of carbohydrates | | | | | |
|-------------------------|-------------------|--------------------------------------|------------------|---------------------|---------------------|-------------|--|
| Lunchtime BG | Below 4 mmol/L | TARGET 4 – 7 mmol/L | 7 – 10 mmol/L | 10.1 – 14 mmol/L | 14.1 – 17 mmol/L | Above 17 | |
| Adjustment (– or +) | – 1 unit | | +1 units | +2 units | +3 units | +4 units | |

On Monday, her BG is 11.5 mmol/L. She plans to eat 50 grams of carbs for lunch.

Insulin for food = 50/10 = 5 units Correction for BG + 2 units

Total insulin 7 units

On Tuesday, her BG is in her target range at 6.4 mmol/L. She plans to eat 45 grams of carbs for lunch.

Insulin for food = 45/10 = 4.5 units Correction for BG + 0 units

Total insulin 4.5 units

2. Max uses a correction factor rather than a scale:

- His ratio is 9. .
- Correction factor is 2 ٠

The formula is [BG–6] / CF. Max's BG is 13.2 mmol/L and he plans to eat 50 grams of carbs for lunch.

Correction = 13.2 - 6 = 7.2/2 = 3.7

Round to the nearest ½ unit = 3.5 units

Insulin for food = 50/9 = 5.5 units Correction for BG + 3.5 units

Total insulin 9 units





APPENDIX B

Using Continuous Glucose Monitors in School

- A Continuous Glucose Monitor (CGM) is a monitoring device that is inserted every 6 to 7 days and automatically provides readings every 5 minutes, day and night. A sensor, inserted underneath the skin, measures "interstitial glucose," or the glucose found in the fluid between cells. The sensor sends this information wirelessly to a monitor.
- A CGM provides a constant picture—a pattern as opposed to a "moment-in-time" snapshot that comes from intermittent fingerprick readings.
- A CGM does not replace traditional BG testing. Fingerpricks are still needed at least twice a day to calibrate the CGM, and are recommended before meals to guide insulin dosing, and to confirm any alerts that require treatment.
- If the CGM and meter results differ, the meter BG is considered the most reliable. Parents may choose to use the CGM reading before snacks and activity. That is an individual decision and depends on how accurate they consider the CGM to be. See the table below for guidance.
- BG readings are sent to an insulin pump or to a remote device where they can be tracked. Some families are able to access their child's CGM readings remotely on their smart phone. The results are available in real time and can also be uploaded and reviewed by parents at the end of the day.
- Some pumps have a feature called "Low Glucose Suspend" (LGS), where the pump will automatically stop delivering insulin for 2 hours if the BG is low and the user hasn't responded.
- While most students with a CGM will also be using an insulin pump, a CGM can also be used by those taking insulin by injection.

| | ROUTINE | MANAGEMENT |
|----------------------------|---|---|
| CONTINUOUS GLUCOSE MONITOR | Student wears a CGM: Always Sometimes Never The student is independent in their response to CGM results and alarms (excluding severe hypoglycemia) Student needs help to respond to the CGM results and alarms | Low BG alarm is set at: mmol/L Low BG alarm should be confirmed with a BG check. Respond as per hypoglycemia section of this plan. High BG alarm is set at: mmol/L OR No alarm set for highs High BG alarm should be confirmed with a BG check. Respond as per hyperglycemia section of this plan. Also, BG checks are to be routinely done at the following times (check all that apply). Before lunch Before all snacks Before gym/activity Other |
| CGM – CONTI | Results are sent to: Insulin pump Remote device Parent smartphone Low glucose suspend (LGS) is active on pump. If yes, the threshold is set at mmol/L. | If Low Glucose Suspend comes on, check BG by meter and follow care plan for action: If BG is below mmol/L, treat and re-check in 15 minutes. If BG is above mmol/L, cancel LGS. No treatment required. |



